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## Template Guide

### **What is a Project Closure Report?**

*A Project Closure Report is a document which formalizes the closure of the project. It provides confirmation that the criteria for customer acceptance have been met and requests sign-off from the Project Sponsor to close the project.*

*A Project Closure Report includes:*

- *A formal list of completion criteria*
- *Confirmation that each completion criterion has been met*
- *A list of outstanding business activities, risks and issues*
- *A set of closure actions (to hand over project deliverables / documentation, terminate suppliers, release resources and undertake closure communication)*
- *A request for project closure approval*

### **When to use a Project Closure Report**

*A Project Closure Report is undertaken at the start of the Project Closure phase (i.e. after the end of the Project Execution phase). The document is usually prepared by the Project Manager and presented to the Project Sponsor for sign-off. Following sign-off, a suite of closure activities is undertaken to formally close the project. After these activities have been completed, a Post Implementation Review is undertaken to measure the success of the project and identify lessons learnt for future projects.*

### **How to use this template**

*This document provides a guide on the topics usually included in a Project Closure Report. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

## 1 Project Completion

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

### 1.1 Completion Criteria

[List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.]

Category	Criteria	Achieved
Goals & Objectives	<ul style="list-style-type: none"> <li>All project goals have been achieved (as defined in the Project Charter)</li> <li>All project objectives have been achieved (as defined in the Project Charter)</li> </ul>	[Y / N]
Benefits	<ul style="list-style-type: none"> <li>The full benefits have been realized (as defined in the Business Case)</li> </ul>	[Y / N]
Deliverables	<ul style="list-style-type: none"> <li>All deliverables have been completed (as defined in the Project Charter)</li> <li>All deliverables have been accepted by the customer (as per the Acceptance Plan)</li> </ul>	[Y / N]
[Category]	[Criteria]	[Y / N]
[Category]	[Criteria]	[Y / N]

### 1.2 Outstanding Items

[List any outstanding items which still need to be undertaken even though the project has satisfied the above completion criteria. For each item, list the actions required to be undertaken and the name of the Owner responsible for undertaking the action.]

Item	Action	Owner
Activities	[List all activities or tasks which have not yet been completed (as defined in the Project Plan)]	[Name]
Risks	[List all business risks which have not yet been fully mitigated]	[Name]
Issues	[List any current issues which are impacting the business and have not yet been fully resolved]	[Name]
[Item]	[Action]	[Name]
[Item]	[Action]	[Name]